



Appraiser

Department: Real Estate Assessments

Class Code: 1521

EEO Code: 22

FLSA: E

Effective: 01/07/1991

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty appraising at market value residential and agricultural real property; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(Illustration Only)

Compiles sales data related to residential and agricultural property in the County;
Reviews building permits, data and other factors that affect the value of residential and agricultural property;
Conducts site visits to property and meets with owners to gather accurate information;
Reviews and compiles information when estimating the market value of residential and agricultural property;
Responds to property owners, either orally or in writing, concerning the appraisal process and questions regarding assessments;
Assists in the preparation of documentation in support of contested assessments;
Prepares reports;
Performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of building and land valuation methods and techniques; of real estate terminology and instruments of ownership; of types and methods of appraisals. Skill in performing residential property appraisals; in reading real estate descriptions, plot plans, maps, building plans, contracts and mortgages; in analyzing market sales data, neighborhood trends, and construction trends.

MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a bachelor's degree in business, real estate, or related field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Valid Virginia driver's license required.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
